



Australian Government

POLCOV048 Manage intelligence briefings or presentations

Release: 1

POLCOV048 Manage intelligence briefings or presentations

Modification History

Release 1. This is the first release of this unit of competency in the POL Police Training Package.

Application

This unit describes the skills required to plan, manage and review intelligence briefings or presentations within policing.

This unit applies to intelligence practitioners working in the policing environment and responsible for supporting intelligence projects and operations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to the management of information, the use of information technology systems, inter-agency communications and the selection of stakeholder audiences for briefings and presentations.

Those undertaking this unit would demonstrate strong autonomy and make independent decisions about information collection, management, dissemination and review in consultation with intelligence stakeholders with different levels of authority. They would complete complex tasks in a broad range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Covert

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

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|---|---|
| 1 Plan delivery of intelligence briefings or presentations | 1.1 Prepare delivery of intelligence briefings or presentations in accordance with the communication requirements of the intelligence project |
| | 1.2 Determine security level of information to inform delivery of briefings or presentations |
| | 1.3 Identify and coordinate stakeholders attendance at intelligence briefings or presentations |
| | 1.4 Design briefing or presentation plan to coordinate the dissemination of information to stakeholders |
| 2 Produce intelligence briefings or presentations | 2.1 Identify key information, considerations and recommendations from complex intelligence products to inform content of briefing or presentation |
| | 2.2 Develop reasoned and logical arguments to support understanding of key information, considerations and recommendations |
| | 2.3 Organise information in a logical and sequential format for stakeholder analysis and review |
| | 2.4 Present key intelligence information, considerations and recommendations in accordance with organisational policies, procedures and security protocols |
| | 2.5 Provide security for intelligence products to protect source of information |
| 3 Organise intelligence briefings or presentations | 3.1 Coordinate arrangements and resources to deliver intelligence briefings or presentations in accordance with the agreed timeframe of the intelligence project |
| | 3.2 Implement security protocols to protect intelligence product integrity |
| | 3.3 Distribute resources and documents for intelligence briefings or presentations in accordance with security protocols |
| | 3.4 Deliver intelligence briefings or presentations to stakeholders and encourage questioning to clarify and confirm understanding of information |
| 4 Review intelligence briefings or | 4.1 Collate stakeholders' evaluation of intelligence briefings or presentations to determine understanding of key |

presentations

information, considerations and recommendations

- 4.2** Review stakeholder evaluations of intelligence briefings or presentations to inform continuous improvement processes
- 4.3** Address evaluation feedback by revising original briefing or presentation resources and documents

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the POL Police Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to POLCOV007 Manage intelligence briefings or presentations.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>

Assessment Requirements for POLCOV048 Manage intelligence briefings or presentations

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing collated information for key content messages, themes and findings
- collating information from multiple intelligence products and sources
- coordinating arrangements for delivery of intelligence briefings or presentations
- coordinating stakeholder engagement in intelligence briefings or presentations
- delivering intelligence briefings or presentations to selected stakeholders
- designing intelligence briefings or presentations for multiple stakeholder participation
- determining and implementing security compliance measures required of intelligence products
- employing information technology systems to enhance design of intelligence briefings or presentations
- identifying stakeholders requiring briefings or presentations
- obtaining participant evaluations of effectiveness of briefings or presentations
- organising key information into concise, logical, sequential and reasoned format
- presenting and questioning to convey, clarify and confirm understanding of information
- reviewing participant evaluations of intelligence briefings or presentations to determine their understanding and for continuous improvement opportunities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- analytical, planning and information management techniques
- communication principles and concepts as applied to briefing or presentation contexts
- continuous improvement process
- evaluation methodology for gathering stakeholder views of briefing or presentation
- information collection, analysis and interpretation methods
- information security protocols, classifications and management procedures
- information technology systems as communication tools for effective briefings or presentations

- intelligence products and related processes and procedures
- jurisdictional communication policies, methods, tools and techniques
- preparation of reasoned, logical and sequential arguments to diverse audiences
- stakeholder identification concepts and techniques.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, such as in situations that can affect safety or occur only rarely, assessment can occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

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